

District Technical Review Committee Meeting Minutes

Tuesday, June 1, 2021

2:30-4:00pm

Hosted Via Zoom

Committee Members	Guests
<input checked="" type="checkbox"/> Steven Schmidt (Chair, MUS)	<input checked="" type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input checked="" type="checkbox"/> Jeannie Kim (Co-Chair, VC Ed Services)	<input checked="" type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input checked="" type="checkbox"/> Kelly Douglass (ENG, RCC)	<input checked="" type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
<input checked="" type="checkbox"/> Brian Johnson (MAT, NOR)	<input checked="" type="checkbox"/> Nick Franco (AO, NOR)
<input checked="" type="checkbox"/> Ann Pfeifle (HIS, MVC)	<input checked="" type="checkbox"/> Jeanne Howard (AO, MVC)
	<input checked="" type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input checked="" type="checkbox"/> Casandra Greene (Staff, RCC)
	<input checked="" type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests: Chie Ishihara, Linda Ju-Ong, Tanya Lowry, Joshua Orlando	

Zoom Information

<https://cccconfer.zoom.us/j/93965847945>

+1 669 900 6833 (US Toll)

Meeting ID: 939 6584 7945

Agenda and Minutes

1. Approval of Agenda
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. Addition of Discussion Item: Non-Credit Overview by Linda Ju-Ong
 - c. Approved, Unanimous
2. Approval of Minutes – May 18, 2021
 - a. 1st A. Pfeifle, 2nd B. Johnson
 - b. May have minor edit to minutes. Kelly Douglass will forward information.
 - c. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. Noncredit Update – Linda Ju-Ong
 - a. The Non-Credit Workgroup, which consists of faculty, staff, and administrators, met last week, and during the meeting there was some confusion between non-

credit and adult education. To ensure everyone is using the same terminology, Linda Ju-Ong wanted to provide a brief overview of the differences.

- i. See additional documentation attached.
 - b. Jeannie Kim – Wanted this information brought to the Tech Review committee as non-credit is relatively new to the district and there have been some definitional changes that have evolved over time. The previous Adult Education Director, Thea Quigley, had also shared that Greg Burchett had developed a non-credit plan, but it was unclear if it was ever presented at the committees. Additionally, the title of Extended Learning is currently being used in the district, but this may also change in the future.
 - c. Brian Johnson – In the handbook there is a section on non-credit programs, which includes the certificate types and the CDCP definition. The section may need to be updated when the handbook is next reviewed.
 - i. Kelly Douglass – Perhaps a distinction between non-credit and adult education can be included.
2. Meta Updates – Bryan Nicol
 - a. Repeatability Guiding Text
 - i. A recommendation for the guiding text to include next to the repeatability field in Meta was provided. Steven Schmidt volunteered to craft some language to include on the form.
 - b. Crosslisting
 - i. Meta has a new feature that changes the way crosslisted courses are handled. It would require that only a single course from a crosslisted group of courses be launched. As it moves through the workflow, all facilitators and chairs related to all courses within the crosslisted group would be required to take action. When implemented, the changes and approval history are then copied to the other crosslisted courses. Bryan has requested that this be added to the Sandbox environment and will provide a demonstration when curriculum resumes in the fall.
 - ii. Steven Schmidt – One concern would be whether the crosslisted partner is a part of the process. If the system can launch both versions of the course, this would be ideal.
 - c. General Education Approval Process
 - i. The system limitation regarding this process is that there can be no independent, side process that is related to the course that moves through a workflow at the same time as a modification. This is the issue that we currently face with DE, inclusions, and exclusions.
 - ii. However, we can create a General Education Modification proposal that allows faculty to only edit the fields that are specifically related to general education. Additionally, if we allow faculty to also propose a modification to GE as a part of a major or minor modification, this will help with the issue of only a single proposal per course moving through the workflow at a given time.

- iii. The only issue that would arise is if faculty launch a major modification and then the following term decide they want to also propose the course for general education.
 1. Kelly Douglass – We may need to continue the paper form process for faculty in this situation.
- iv. The committee agreed to move forward with implementing this process.
- d. Meta Program Module Demo
 - i. Bryan Nicol provided an overview of the Meta Program Module and collected feedback from the committee. The committee agreed that once the changes are implemented and reviewed by the coordinators in Sandbox that the module can be moved to the live environment to allow for data entry during the summer.
 1. Feedback included the ability to link courses to the Program Learning Outcomes and an edit to the Adequacy of Resources question requesting Academic Senate minutes for new programs,
 2. Ann Pfeifle – Requested that the chairs be notified via e-mail when the program module is moved to the live environment.

Program Documentation:

1. New Programs
 - a. Moreno Valley – IT Project Management
 - b. Riverside – Cake Decorating
2. Program Modifications
 - a. Norco – ADT English
 - b. Moreno Valley – Fitness Professionals
 - c. Riverside – Industry Marketing Certificate
 - d. Riverside – Paralegal Studies
 - e. Moreno Valley – Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy
 - f. Riverside – Business Administration: Marketing Concentration

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Technical Review Committee will meet on June 1, 2021 via Zoom Conferencing.

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside Community College District Technical Review Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact techreview@rccd.edu at least one week prior to the meeting. Requests received after this time will be honored when possible.

Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Technical Review Committee will be given the opportunity via Zoom or may submit commentary to techreview@rccd.edu.

RCCD Extended Learning & Noncredit Programs Overview:

I. Noncredit Program Categories:

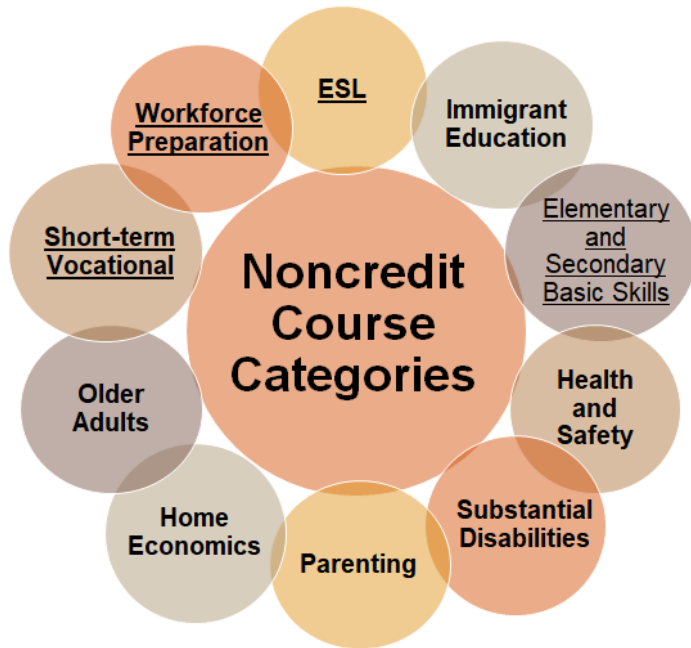
10 Noncredit Categories

Eligible Noncredit Categories

EC § 84757;

CCR title 5 § 5816

The underlined instructional categories are eligible for equalized funding (CDCP) in accordance with Education Code 84760.5 and CCR title 5 section 55151



Ten noncredit program categories are eligible for state funding. Four underlined categories are eligible for (CDCP) "enhanced funding".

- SB 361 permanently increased noncredit funding for CDCP (Career Development College Preparation) courses
- CDCP courses must be sequenced and lead to certificates.
- CDCP Enhanced Funding Categories: ESL, Short-Term Vocational, Workforce Preparation, Elementary & Secondary Basic Skills.

II. Noncredit Program Certificates:

To earn a certificate in noncredit programs, students must complete the list of required courses identified in the program. There are two types of Awards for Noncredit programs:

Certificate of Competency

A Certificate of Competency is a noncredit certificate intended for students who do not need credit for transfer or employment but wish to improve their *Basic Skills*, *Career Development*, *English as a Second Language (ESL)*, or *Secondary Education programs*. Each certificate is unique, but all provide the student an opportunity to gain skills necessary to advance in their careers, transition into a new career,

or prepare for future advanced academic studies and training. The Certificate of Competency award to those students who successfully complete the required courses for the certificate.

Certificate of Completion

A Certificate of Completion is a noncredit certificate intended for students who do not need credit for transfer but who wish to obtain the knowledge and preparation of skills needed for entry-level positions in the workforce or obtain *short-term vocational skills* needed for immediate employment. The Certificate of Completion award to those students who successfully complete the required courses for the certificate.

III. California Adult Education Program (CAEP)

CAEP Overview:

The 2015–2016 State Budget appropriated \$500 million to California Community College Chancellor's Office (CCCCO) and the California Department of Education to allocate funding for adult education.

In 2013, the legislature passed AB 861 to amend California Education Code §84830 to create regional consortia to implement a plan to "better serve the educational needs of adults." Later AB104, Currently, 70 consortia are planning how to join the strengths of both systems (K-12 adult education and CCC noncredit programs) to serve our students better.

The CAEP funds provide to eligible consortia to implement regional plans for adult education. The California Adult Education Program (CAEP, formally the Adult Education Block Grant) intent was to expand and improve the provision of adult education via these consortia.

Seventy-one regional consortia across the state include members from community colleges, k–12 adult schools, county offices of education, and a variety of community partners including, but not limited to, local workforce investment boards, libraries, and community-based organizations.

Riverside About Student Regional Consortium for Adult Education members:

(Six adult schools, RCOE & RCCD)

- Alvord Unified School District
- Corona-Norco Unified School District
- Jurupa Unified School District
- Moreno Valley Unified School District
- Riverside Community College District
- Riverside County Office of Education
- Riverside Unified School District
- Val Verde Unified School District

IV. RCCD Extended Learning Programs

- No tuition
- Students can earn a Certificate of Completion or Competency
- Non-degree applicable

- No units
- Repeatable
- Grade of pass or no pass
- No residency status required
- Attendance through positive attendance or Alternative Attendance Accounting method (DE)

FAQs: (ASCCC-Academic Senate for California Community Colleges)

Is noncredit instruction part of the California Community College mission?

Yes. Noncredit instruction is part of the CCC mission under California Education Code §66010.4.

What is the difference between noncredit (continuing education) and community service instruction?

Community service courses are fee based and based on community needs and interests. Programs must be self-supporting at the local level. Title 5 does not require local curriculum committees to approve community service courses.

In contrast, noncredit courses are supported by state funding, must be established through the college curriculum committee in a manner similar to credit courses, and are limited to the categories of services delineated in Education Code §84757.

What is the difference between K-12 adult education and CCC noncredit instruction?

K-12 adult education programs and courses offer through the California Department of Education (CDE). CCC noncredit programs and courses offer through the California Community College system and are subject to Education Code and Title 5 regulations concerning community college instruction, including the qualifications of the instructors.

Technical Review Notes

Proposals and Notes for 06/01/2021

Courses

Course Deletions

		M	N	R	Action	Douclass	Johnson	Pfeifle
CAT 84	Word Processing: WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.								
CIS 84	Word Processing: WordPerfect for Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Awaiting program modifications - RIV Paralegal and MOV Computer Applications.								
ESL 51	Basic Writing and Grammar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 52	Low-intermediate Writing and Grammar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 53	Intermediate Writing and Grammar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 54	High-intermediate Writing and Grammar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 55	Advanced Writing and Grammar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 90A	Special Topics in ESL: Improving Note Taking Skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Course Inclusions

		M	N	R	Action	Douclass	Johnson	Pfeifle
AHS 11	Visual Description: Writing About Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADJ R1A2	Level III Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
Outcomes are the same as objectives.								
ADJ R1B	Level II Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ADJ R1C	Regular Basic Course, Modular Format, Module I Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ESL 46	Beginning American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 47	Low-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 48	Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 49	High-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 50	Advanced American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Courses

Course Major Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ESL 65	American Classroom Culture Content is one level. Entrance skills may need to be reviewed. NOR has been added.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
ESL 71	Basic Reading and Vocabulary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 72	Intermediate Reading and Vocabulary Only has one SLO, but may be appropriate for the course.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 73	High Intermediate Reading and Vocabulary Only has one SLO, but may be appropriate for the course.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 846	Beginning American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 847	Low-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 848	Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 849	High-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 850	Advanced American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 90D	Special Topics in ESL: Verb Tense Review Only has one SLO, but may be appropriate for the course.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 91	Oral Skills I: Beginning Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 92	Oral Skills II: Intermediate Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 93	Oral Skills III: Advanced Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y
ESL 95	Pronunciation and Accent Reduction Content is one level. Only has one SLO, but may be appropriate for the course. Entrance skills may need to be reviewed. MOV has been added.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
FIT 15	Firefighter Refresher - Core Competencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Distance Education

		M	N	R	Action	Douclass	Johnson	Pfeifle
JOU 12DE	Photojournalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
CIS	IT Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y

Programs

New Programs

		M	N	R	Action	Douclass	Johnson	Pfeifle
Certificate								
CUL	Cake Decorating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Program Modifications

		M	N	R	Action	Douclass	Johnson	Pfeifle
ADT								
ENG	English	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
ETS crosslistings are needed for the narrative. Nick will reach out to faculty.								

Certificate

KIN	Fitness Professionals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
MKT	Industry Marketing Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y

Degree

PAL	Paralegal Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hold	Y	Y	Y
Holding for justification of program total units.								

Degree & Certificate

ADJ	Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Y	Y	Y
BUS	Business Administration: Marketing Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Y	Y	Y